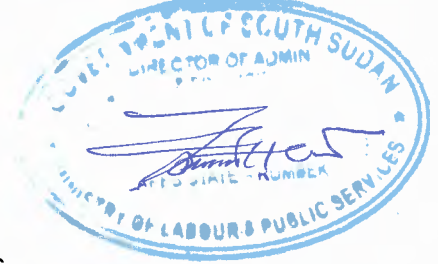




ICRC

International Committee of the Red Cross
ICRC Compound, Ministries Road, Amarat Juba, South Sudan



JOB ADVERTISEMENT

Cashier 1

Based in Rumbek

The International Committee of the Red Cross (ICRC) is an impartial, neutral and independent organisation whose exclusively humanitarian mission is to protect the lives and dignity of victims of armed conflict and other situations of violence and to provide them with assistance.

The ICRC is mandated to work in countries affected by armed conflict or other situations of violence. The ICRC is present in over 80 countries and has some 15,000-field staff.

In 1986, the ICRC expanded its presence to South Sudan. There are around 1,000 ICRC staff working in Juba, Bentiu, Bor, Malakal, Rumbek, and Wau. The ICRC is looking for an enthusiastic and motivated person for the above position.

ICRC is Equal Opportunity Employer giving highest priority to staff safety and security.

For more information, visit website: <http://www.icrc.org/>

AIM OF THE POSITION

Cashier 1 is accountable for the physical processing of cash transactions and the integrity of physical cash balances in a (sub-)delegation, strictly respecting and applying the ICRC's rules on financial management.

Main Duties and Responsibilities:

Cash handling

- Ensures the smooth running of the cash services in the Sub-Delegation;
- Ensures respect of financial procedures and guidelines and explain them to clients;
- Handles routine cashier work independently;
- Explains cash procedures to the staffs;
- Performs daily cash control, cash count, reconciliation and reports of any irregularities immediately;
- Manages the bank notes and ensures that proper and sufficient change is available in the safe;
- Keeps a clean and regular filing of daily cash statements, daily workers payments, salary advances, working advances, etc.
- Supports the supervisor in the reception and counting of incoming funds.
- Ensures the cash office's safe is sufficiently supplied with cash at all times to issue the necessary payments.

Payments

- Pays working advances to collaborators and respects ICRC standard for settlement;
- Remind to the staff member to do the settlement once the purpose of the WAD is achieved.
- Proper filling of the WAD & Settlement
- Pays salary advances & salaries to the staff
- Checks invoices prior to payments and pays them once properly validated by all required responsible staffs (sticker completed, signatures, etc.)
- Collects and pays the monthly utility bills after validation;
- Keeps track of resident staff salary advances and shares the information with HR for deduction from salary on a monthly basis;
- Ensures the payment and follow-up of the monthly cash salaries;
- Upon request and following proper validation, ensures the payment of daily workers fees;
- Ensures the payment and follow-up of employee's medical expenses reimbursement;



Only short-listed candidates will be contacted. Application files not retained will not be returned.

- Ensures that WAD, WAD settlement documents and invoices, which are more than 500 CHF are scanned and send them to Deputy Finance & Administration Coordinator for his/her final approval before the payment and closing of the WAD for any staff member;
- Ensures the payment and follow-up of employee's medical expenses reimbursement;
- Pays working advances to collaborators and respects ICRC standard for settlement;
- Controls invoices prior to payments and pays them once properly validated by all required responsible staffs (sticker completed, signatures, etc.)
- Ensures all the payment documents together with cash reconciliation are handed over to F&A manager on daily basis invoices, receipts & salary advances are properly filed;

Accounting

- Ensures that daily cash entries are done in line with ICRC financial accounting rules, double entries as well;
- Assists the Accountant in compiling, preparing and sending the monthly accounting documents;

Other tasks

- Prepare the weekly food order and send it to JUB on time
- Prepares the list of mobile staff's private expenses to be charged on their private accounts (weekly food order,
- Explain to the visitor on private charges
- Prints and makes available all financial templates for the users;
- Visits the various subsites under RUB Sub-Delegation, for cash transfers and support to staff in financial documentation.
- Replaces the accountant when absent and on specific tasks.
- Raise Internal Requests or SRs for Admin Items in Absence of Administrative Assistant;
- Is responsible for control and issuance of Airtime credits and keep proper record of it and make the internal request for Airtime in monthly basis.
- Maintain the stationary stock

Minimum Required Skills and Qualifications:

- Technical college or equivalent higher education in Business Administration, Finance, Management or economic;
- 2-4 years' experience in similar field;
- Advanced Conversational in English and Arabic. Knowledge of Dinka language is an added advantage
- Proven capacity to work independently;
- Expert in Computer knowledge;
- Skilled in the following competencies: Communication (written & Verbal), Negotiation, Representing the ICRC, Planning, Organization & Assessment; Responsibility & Autonomy;

HOW TO APPLY

Interested candidates should submit their application clearly marked "**Cashier 1 - Rumbek**" (including C.V. written in English) and copies of certificates at latest **Friday, 16th August 2019** to the **HR Manager**.

either: At the ICRC reception in **Rumbek, Juba, Wau, Bor, Malakal and Bentiu**.

or By email to: jub_recruitment_services@icrc.org



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